

CTEC Business Extended Certificate

This course gives you a solid understanding of the business world. You'll explore how businesses are set up, how they operate, and how they succeed. It's practical, engaging, and designed to help you apply what you learn to real-life situations.

OCR Level 3 Cambridge Technical Extended Certificate in Business

360 GLH

equivalent to one A level in terms of size

5 units:

- 3 mandatory units - Unit 1 (120 GLH), Units 2 and 4 (each unit is 60 GLH)
- there is a choice of 2 further 60 GLH units

It will provide learners with the opportunity through applied learning to develop the core specialist knowledge, skills and understanding required in the business sector.

Content of Course

You'll complete **five units** in total:

Three Mandatory Units:

1. **The Business Environment (Exam based, external assessment)**
Understand how businesses operate within wider external contexts (legal, financial, ethical, etc.) and how internal functions interrelate.
2. **Working in Business (Exam based, external assessment)**
Learn essential workplace skills like organisation, prioritisation, and communication. You'll also explore business documents and protocols.
3. **Customers and Communication (coursework)**
Discover how businesses understand and meet customer needs, and how to communicate effectively with different audiences.

Two additional Units (Coursework)

- **Marketing**
- **Human Resources**

Specific Requirements & Skills Required

- **Vocational qualification** equivalent to one A Level.
- Designed for students aged 16+ who are interested in the world of business.
- Combines **theory with practical, real-world application**.
- Recognised by **universities and employers**, with **UCAS points** awarded.
- Offers a **flexible structure** with both mandatory and optional units.

Progression

- **University:** Progress to business-related degrees (e.g. Business Management, Marketing, Finance).
- **Employment:** Enter the workforce with strong business and transferable skills.
- **Apprenticeships:** A solid foundation for higher-level apprenticeships in business sectors.